

MEDICAL TRANSCRIBER
SENIOR MEDICAL TRANSCRIBER

Class No. 003056
Class No. 003057

DEFINITION:

Performs comprehensive transcriptions of a wide variety of medical reports from tape recordings using word production machines including transcribing machines, memory typewriters, personal computers, and word processors; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Positions in these clerical classes are found only in the Health and Human Services Agency. The medical transcriber classes are distinguished from the transcriber typist classes in that the latter transcribes a wide variety of documents and reports while the former transcribes medical and psychiatric documents and reports.

Medical Transcriber: This is the journey level class. Incumbents, under general supervision, utilize standard typing formats to transcribe medical and psychiatric reports and documents.

Senior Medical Transcriber: This is a lead worker class. Incumbents, under general supervision from a Chief of Medical Records or Medical Records Manager, perform and lead others on the most complex transcriptions of medical and psychiatric reports.

EXAMPLES OF DUTIES:

Types medical and psychiatric reports, records, correspondence and documents from tape recording or written copy; confers with technical and professional staff or consults technical reference books and other publications to determine or verify the correct spelling, including pronunciation or usage of technical terms included in medical reports; performs clerical duties; locates and retrieves medical records; maintains files and records; and performs related work.

Senior Medical Transcriber: All duties listed above including: performs and leads difficult and complex medical and psychiatric transcriptions; provides technical guidance and training to lower level medical transcribers; coordinates, schedules and explains transcriptions to medical staff and others.

MINIMUM QUALIFICATIONS:

Knowledge Level: T = Thorough; G = General; -- = Not Applicable

Classification Level: I = Medical Transcriber
 II = Senior Medical Transcriber

Knowledge of:

<u>I</u>	<u>II</u>	
G	T	Medical terminology and abbreviations.
G	T	Standard formats used for medical correspondence and reports.
T	T	Word processing terminology, display and format symbols.
T	T	English grammar and punctuation rules.
T	T	Transcribing machines, word processing, personal computers, printers and other standard office machines.

Skills and Ability to:

The following skills and abilities apply to both classes:

- Transcribe detailed medical correspondence, reports and documents.
- Understand and follow detailed oral and written directions.
- Operate office equipment including transcribing machines, personal computers, memory typewriters, word processors and associated printers.
- Establish and maintain effective relations with others.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

Medical Transcriber: At least six (6) months recent full-time experience typing medical reports and correspondence. Completion of approved course in medical terminology may be substituted for the six (6) months of typing experience in the medical setting.

Senior Medical Transcriber: At least one (1) year experience as a Medical Transcriber or six (6) months of experience as a Medical Transcriber with the County of San Diego.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

Certification:

An ORIGINAL unaltered typing certificate for at least 50 net words per minute with a maximum of 5 errors must be attached to or presented with the application and is required before applicant is scheduled to take written test. The certificate must state that the typing test was for at least five minutes with two (2) gross words penalty for each error (in accordance with International Typing Contest Rules). The certificates must not be more than two years old. All typing certificates will be returned at time of written test or when final results are mailed.